



STATE OF HAWAII
PUBLIC UTILITIES COMMISSION
DEPARTMENT OF BUDGET AND FINANCE
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**Motor Carrier Annual Financial Reports and
Public Utility Fee Frequently Asked Questions ("FAQs")**

1. I have a CPCN from the PUC. What are the annual financial report and annual fee requirements?

Hawaii Administrative Rules 6-62-42(a) states that, each motor carrier shall file an annual financial report of its operations for the previous calendar year by April 30 of each year, in a form prescribed by the PUC. Thus, both passenger and property carriers regulated by the PUC must file an annual financial report and pay a motor carrier fee using, HAW-PUC Form 03-010.

Also, Hawaii Revised Statutes (HRS) 271-36(a) mandates that every motor carrier pay on an annual basis, a motor carrier fee:

Every common carrier by motor vehicle and every contract carrier by motor vehicle, shall pay to the commission in April of each year, a fee which shall be equal to one-fourth of one per cent of the gross revenues from carrier's business during the preceding calendar year, or the sum of \$20 whichever is greater. Gross revenues include all revenues received from services connected with or incidental to the transportation of persons or the transportation of property, as defined under section 271-4.

Thus, the annual financial report and motor carrier fee requirement can be met by filing HAW-PUC Form 03-010 and paying the appropriate amount on or before April 30th of each year.

2. When is the annual financial report and motor carrier fee due?

The report (HAW-PUC Form 03-010) and fee are due on or before April 30th of each year. The gross revenues reported are based on the carrier's business during the preceding calendar year.

3. Are there any extensions to the April 30th due date?

No. There is no extension of time to file the annual financial report or pay the motor carrier fee.

4. Will I receive any advance notice when to file the annual financial report and payment of the motor carrier fee?

In the past, the PUC sent a reminder notice and forms to all the carriers on or before February 1st of each year. **However, beginning 1/1/03, the PUC will no longer send a reminder notice or the requisite forms to the carriers.**

5. How can I get the requisite forms to file the annual financial report and pay the motor carrier fee?

All the following forms will be available on-line on or around March 15, 2003 at: <http://www.hawaii.gov/budget/puc/AFRPage.htm>

HAW-PUC Form 03-010 and instructions

HAW-PUC Form 03-020

Uniform System of Accounts - Passenger

Uniform System of Accounts - Property

Or by calling our office at (808) 586-2020

Neighbor island carriers may call their local PUC offices at:

Island of Kauai	274-3232
Island of Maui	984-8182
Island of Hawaii	974-4533

6. What if I do not have access to the Internet?

Public libraries may provide free computer and internet access to those who do not own a computer or have access to the internet. Please inquire at your nearest public library.

7. The Commission used to require three different types of reports:

For Passenger Carriers: HAW-PUC Form 92-010 (Class A), HAW-PUC Form 92-012 (Class B) and HAW-PUC Form 92-014 (Class C).

**For Property Carriers: HAW-PUC Form 92-11 (Class A), HAW-PUC Form 92-013 (Class B) and HAW-PUC Form 92-015 (Class C).
What happened to these reports?**

Beginning 1/1/03, the Commission replaced the Class A, Class B and Class C reports with HAW-PUC Form 03-010. **Thus, all motor carriers are hereinafter required to file Form 03-010.**

- 8. Now that the Commission does not require the carriers to file a Class A report, how must I keep my financial records?**

As was the case in the past, although the balance sheet and income statement are not required to be filed, it does not preclude you from keeping a set of books to account for your total operations which may include both PUC and non-PUC functions. If necessary, you shall be subject to an audit by the PUC.

- 9. In what format does the PUC require me to keep my financial records?**

All motor carriers shall keep their records and financial reports prepared in compliance with the Uniform System of Accounts (USOA) for Passenger and Property Carriers.

- 10. If all motor carriers are now required to file HAW-PUC Form 03-010, must I also file HAW-PUC Form 03-020?**

HAW-PUC Form 03-020 is available to all motor carriers to use as a guide in preparing their financial reports. All motor carriers, for each calendar year, shall prepare financial reports similar to HAW-PUC Form 03-020 and shall have this report, or similar report, completed by June 1st of each year and shall keep a copy of this report at the carrier's place of business. Each year, all motor carriers, regardless of revenue level, shall be required to furnish a copy of this report or similar report upon Commission request.

- 11. How will the Commission know if my records and financial reports are prepared in compliance with the Uniform System of Accounts for Passenger and Property Carriers?**

Each motor carrier will be subject to an audit by the PUC.

- 12. Do I still have to pay the Motor Carrier Fee and file an Annual Financial Report even if I did not generate any revenues?**

Yes, each carrier is required to file an AFR and pay a motor carrier fee of .0025 of gross revenues or \$20, whichever is greater.

13. I used to file the Class A form, do I need to change my financial record keeping practices?

Generally no, you can keep your records in the same manner. Instead of filing a Class A form, you can complete HAW-PUC Form 03-020. However, Form 03-020, is not required to be filed with the Commission but should be kept at the carrier's place of business and made available upon Commission request.

14. Is there a due date for HAW-PUC Form 03-020?

Yes, Form 03-020, or similar form should be completed and ready for Commission inspection, if requested, by June 1st of each year.

15. What if I am not able to prepare HAW-PUC Form 03-020 or similar form by June 1st of each year?

The PUC may institute necessary actions (i.e. order to show cause proceedings) which include, among other things, the imposition of civil penalties to motor carriers who do not prepare HAW-PUC Form 03-020 or a similar form by June 1st of each year.